

MINUTES OF THE MEETING
EEO and DIVERSITY ADVISORY COMMITTEE MEETING
NORTHEAST REGION CONFERENCE CALL - DOC/NOAA/NMFS

DATE: March 1, 2000

CHAIRPERSON: Dr. Kevin Chu
166 Water Street
Woods Hole, MA 02543-1026
PHONE: 508-495-2367
FAX: 508-495-2258

MEMBERS: John Boreman - Ex-Officio; Jon Rittgers - Ex-Officio; Nick Anderson; Sarah Babson-Pike; Donna Busch; Sukwoo Chang; Paul Clark; Ingo Fleming; Heather Fletcher; Vincent Guida; Dvora Hart; Lisa Hendrickson; Mel Howarth; George Liles; Cynthia Matteus; Keiko Moore; Susan Murphy; Jean Partridge; Janeen Quintal; Pie Smith; Linda Stehlik; Marianne Taylor; Stanley Wang
[Refer to the EEODAC Member Roster for further info.]

MINUTES:

The Northeast Region Conference Call began at 2:20 PM March 1, 2000. Kevin Chu, Chairman, opened the meeting. A review of the Minutes for the February 2nd Conference Call and the sub-committees were addressed. Janeen Quintal, Assistant Secretary recorded March meeting minutes in the absence of Jean Partridge, Secretary. Comments and/or edits for Feb. minutes to be e-mailed to Jean Partridge by Friday, March 3, 2000.

A. Administration Subcommittee: Janeen Quintal, Chair.

- By-laws were approved. Final EEODAC By-laws to be submitted to K. Chu, Chairman.
- Length of term of membership for current members to be determined. Some expire Dec. 2000 but most will expire Dec. 2001. We will determine number of 1- year vs. 2- year memberships and adjust accordingly for smooth rotation of members at the end of the year.
- When term lengths are determined, all Memorandums of Understanding to be signed by each committee member and their immediate supervisor and then placed in their personnel folder.
- Discussion of "Getting to know you" NMFS personnel bulletin board display at Woods Hole Lab. Possibly include it on NEFSC Website? Have similar bulletin board displays in other NER locations? To be determined after success of Woods Hole's display is evaluated.

B. Personnel Subcommittee: Pie Smith, Chair.

- Approved three workplans: 1) Diversity in Hiring, 2) Professional Development and 3) Job Application. Final workplans to be submitted to K. Chu, Chairman.
- P. Smith notified committee that Chioko Crespo and Kathryn McArthur, EASC Personnel Specialists, will be in Woods Hole on March 10 to attend a scheduled meeting. They have offered to conduct an "Open Forum" from 10AM to noon to discuss Human Resources issues.

C. Policy Subcommittee: Lisa Hendrickson, Chair.

- Approved three workplans: 1) Review of EEO (and Diversity) Implementation and Monitoring Plans to determine consistency with EEO Policy, 2) Work with Personnel Subcommittee to determine how the hiring process incorporates EEO policy and 3) Review Northeast Regional EEO Statistics. Final workplans to be submitted to K. Chu, Chairman.
- L. Hendrickson will supply a brief overview and summary of current reports regarding EEO, women and minorities at the April teleconference meeting. Also she and P. Smith will meet with K. McArthur and C. Crespo to consult with them on EEO and hiring policy.

D. Program Subcommittee: Heather Fletcher, Chair

- Approved three workplans: 1) Handicapped Access at Region and Center Facilities, 2) Scholarships in Science for College Students and 3) Community Outreach Programs. Final workplans to be submitted to K. Chu, Chairman
- Concern was expressed over accessibility of federal “office” vs. “public” buildings. Does this impede equal employment opportunity for the physically challenged (wheelchair bound, sight impaired)?
- Websites to gather and present information on ongoing outreach programs and other EEODAC issues is a good idea, however, local newspapers, news bulletins, etc. should also be used as a vehicle to get this information out to those who do not have access to computers or are not yet computer literate.
- H. Fletcher provided information on “EEO for Advisory Committee Members”, a 2-day USDA training course available at the cost of \$325 plus lodging and per diem. Available Apr.4-5 in Newport, RI and Aug. 21-22 in Boston. If interested, contact Kevin Chu, Chairman.

E. Diversity Issues: George Liles, Chair.

- Overlap between EEO and diversity in EEODAC workplans. What is the role of Diversity Subcommittee? Should diversity issues be handled on a “lab by lab” basis?
- G. Liles will develop a draft Email message used to poll NMFS-NER staff about their interpretation of “diversity” and an invitation to express their thoughts and concerns on the subject.
- Usefulness of a Diversity Subcommittee as part of the EEODAC was questioned. It was agreed that it should remain as it is for now.

F. Other Business:

- It was reported that some funding will be available for EEODAC workplans.
- A standardized workplan format will be developed by J. Partridge, Secretary before final submission to Directorate.

G. Other Action Items:

H. Next Meeting: April 5, 2000 - 2PM - Teleconference. **Kevin Chu, Chair.**

